AIR FORCE INSTITUTE FOR ADVANCED DISTRIBUTED LEARNING

WAPS CDC Study Reference Material Distribution Program

UNIT WAPS MONITOR TRAINING PACKAGE

AFIADL/DOW

Overview

- Introduction
- Responsibilities
- WAPS CDC Orders
- Management Products
- Non-receipt of WAPS Material
- Receiving WAPS Material

INTRODUCTION

- As Unit WAPS Monitors, you play a key role in ensuring the WAPS CDC distribution program properly functions
- It is important for you to understand the program and your specific role

INTRODUCTION

- Each year, the Air Force Institute for Advanced Distributed Learning (AFIADL) ships an initial issue of WAPS CDCs to airmen who are eligible for promotion to the next higher grade for the first time

- New or supplemented CDCs are shipped to those whose previously issued CDCs have changed

INTRODUCTION

- WAPS materials for E-6/E-7s are scheduled to be shipped in September and E-5 materials are scheduled to be shipped in October of each year

- WAPS materials should arrive within 8 weeks after shipment from AFIADL

RESPONSIBILITIES

- Ensure the unit mailing address is correctly reflected in MILMOD
- Understand how the WAPS CDC distribution process works
- Publicize internet publication of the WAPS catalog in August each year

RESPONSIBILITIES

- Promptly assist unit personnel in obtaining the needed study references, including non-CDC references, such as AFIs or TOs

- Seek assistance from the Base WAPS Monitor and AFPC to resolve issues of nonreceipt or correctness of shipments received

RESPONSIBILITIES

- Ensure members sign the WAPS CDC Receipt RIP when they receive their CDCs
- Clearing rejected transactions

WAPS CDC ORDERS

- The PDS automatically orders WAPS CDCs for members who meet the basic eligibility criteria for promotion

- Basic eligibility criteria considers time-in-grade, projected separation and retirement dates, and High Year of Tenure

WAPS CDC ORDERS

- Members not eligible for promotion, due to skill level or other administrative reasons, may be identified as eligible based on the basic eligibility criteria

- When these individuals are identified as needing WAPS material by the PDS and it is shipped to them, the material must be given to the individual

WAPS CDC ORDERS

- Individuals promoted 1 Sep - 31 Jan to SrA BTZ will not be identified by the PDS system as requiring WAPS material
- These individuals must contact their Unit WAPS Monitor upon promotion to request their WAPS material

MANAGEMENT PRODUCTS

- A RIP is generated in the PDS for each member eligible to test
- The RIP notifies each person whether CDC materials have/have not been ordered for him/her
- An additional RIP is generated when materials are mailed by AFIADL

MANAGEMENT PRODUCTS

- RIPs are also generated in the PDS to assist the Unit WAPS Monitor with his/her duties

- Each member should sign the WAPS CDC Receipt RIP to acknowledge that he/she received WAPS material. The RIP should then be placed in the individual's Personal Information File

MANAGEMENT PRODUCTS

- The WAPS CDC Order Notification RIP is a listing of individuals for whom materials were ordered. Individuals should initial the list when receiving materials and it should be filed in the unit

- The WAPS CDC Error RIP will generate when a CDC request has rejected. Contact the Base WAPS Monitor to clear the reject

NON-RECEIPT OF WAPS MATERIAL

- Members should allow 8 weeks after materials are shipped before contacting their Unit WAPS Monitor when materials are not received
- The Unit WAPS Monitor should follow the procedures in the WAPS catalog, contacting the Base WAPS Monitor when necessary

NON-RECEIPT OF WAPS MATERIAL

- When materials have not been received but have been processed according to MILMOD, coordinate with BITS before you contact AFIADL

- AFIADL will accept questions and inquiries by e-mail. However, requests for material will be accepted by memorandum only

RECEIVING WAPS MATERIAL

- Do not return WAPS material to AFIADL
- If you receive material for an individual not assigned to your unit, check your gains roster. The person may be an inbound. If not, contact the Base WAPS Monitor for assistance. The individual may be assigned to another unit or may be inbound to another unit

RECEIVING WAPS MATERIAL

- If you receive material for an individual who has separated, keep it for an eligible member who is waiting to receive their material

- If you receive material for a person who has PCS'd, you must forward the material to the gaining unit. A copy of the person's orders should be on file in the orderly room

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